Name: **Praveen Kumar. T**
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Professional Snap Shot:

- Experienced in Sourcing and Procurement. Creating value in all phases of Business lifecycle starting from Sourcing, integrating partner's services into Global Delivery Model by interfacing with partners & customers, handling Internal & Project procurement, Vendor Management, partner performance, and relationship during Operations on an ongoing basis.
- Assigned with at **JP Morgan Chase India services** as sourcing and procurement Specialist from March 2022 to till date
- Associated with **Accenture Services Pvt Ltd** from September 2015-March 2022
- Associated with **Wipro Ltd as Buyer** from July 2012-July 2015.
- Successfully transitioned new line of Business by Knowledge Acquisition and implemented in offshore through Knowledge Transfer.
- An impressive communicator with strong leadership, interpersonal, analytical and coordination skills.
- A skilled negotiator with proven skills in various divisions such as Procurement and Marketing.
- Ensured successful ramp up of business assignments; while working in coordination with clients and ensuring effective service deliverables.

Occupational Highlights

Job Responsibilities in JP Morgan Chase India Services

Enrolled in processing and handling Sourcing activities:

Key deliverables &Responsibilities:

- Managing and leading the projects for GRE, GTI and Professional services categories.
- Enrolled in sourcing activities supporting entity for APAC and EMEA
- Coordinating with LOB clients and stakeholders to define requirements
- Reviewing project related documents to ensure all details are available to proceed further
- RFX Management- RFI, RFP and Auction through Ariba and PMWeb
- Preparing compression report post initial submission and conducting bid levelling calls with LOB and suppliers
- Post bid levelling executing BAFO, to obtain best offer from suppliers, preparing detailed report on competitive bidding process
- Shortlisted supplier will be awarded and will proceed further contract process
- Contract drafting and scheduled Agreements
- Contract development process done via Ariba – PMWeb by creating CW and ensure all documents and uploaded which will be routed for DocuSign for the awarded supplier
- Weekly call will be scheduled with respective LOB to discuss on pipeline projects

Achievements in the current Organization

- Received CAO Award for having effective Dashboard for sourcing Team.
- Green Belt certified
- Enrolled in BRG activities

Job Responsibilities in Accenture Services Private Ltd

Enrolled in processing and handling Sourcing, PO Management, Contract Management, Catalogue Management, Category Card creation and PO Compliance. Procurement operations analyst

Key deliverables &Responsibilities:

- ➢ Strategic Sourcing.
- ➢ Global Sourcing, supplier sourcing.
- ➢ Ariba and Coupa Sourcing support experience.
- ➢ RFP preparation for Direct and In-direct Materials
- ➢ Client Handling
- ➢ RFX Management- RFI, RFP and RFQ (creating and running)
- ➢ Auction Strategies and auction execution in AOD.
- ➢ Ariba (AOD) Sourcing consulting with immense knowledge on Ariba templates and functionalities.
- ➢ Application used to execute e-Auctions ARIBA and Jagger tool
- ➢ Enrolled of operations report for e-Auctions for all entities – APAC, EMEA and NAMEX region on a daily basis to track on time and completed
- ➢ Preparation of daily and monthly operation report
- ➢ Enrolled in Business Excellence in creating dashboards on a daily basis
- ➢ Managing Team and Quality Audit performed for all the auctions which are executed on a daily basis

E-Sourcing:

- ▪ RFx Management- RFI, RFP and RFQ (creation and execution)
- ▪ Designing and Implementing bidding rules
- ▪ Immense knowledge on Ariba template and functionality.
- ▪ Supplier and stake holder training on Ariba.
- ▪ Managing end to end e-Auctions (Reverse/Forward Auctions/ Japanese and Dutch)

PO Management:

- ➢ Purchase requisitions are created based on Category card respective commodities for PR to PO conversion based on requirement
- ➢ Application used SAP, ARIBA and Oracle for PO Management
- ➢ Purchasing includes all IT & Non-IT commodities

- ➢ Based on respective category card purchase requisitions are created by validating supporting documents as per product specifications
- ➢ Enrolled in Spot Buy process for low spend values
- ➢ Spot buy orders are released through online payment are done through P-Cards
- ➢ Enrolled in tactical sourcing by releasing purchase orders and payments are based on payment term
- ➢ Analyzing and preparing various types reports like Productivity tracker, weekly and monthly Governance Reports for respective entities
- ➢ Managing team members and Quality Audit done for all the requests processed by the team members, sharing feedback with team and ensuring quality targets are met.
- ➢ Handled in quality calibration call with stack holders

- ➢ Handled **Contract Management** in Creation and Amendment and check if the contracts are signed by both the parties through DocuSign. Application used CLM.
- ➢ Handled PES scope of work which includes **Catalogue Management** in creation and maintenance based on requirement.
- ➢ Handled and lead **Category card** creation and maintenance based on commodities.
- ➢ Handled new scope of work for **PO Compliance** for the Purchase order raised which are non-compliant as per the compliance policy.
- ➢ Enrolled in Team Handling by supporting multiple clients

Additional Responsibilities:

- ➢ Enrolled in Business Excellence in creating dashboards for respective deals.
- ➢ Training new team joiners

Achievements in the current Organization

➢ Recognized for successfully completing project on requestor analysis for PO Management
➢ Recognized for survey rollout to stake holders on Sourcing
➢ Recognized as Business Advisor for PO Compliance

Job Responsibilities in Wipro Ltd – Senior Executive

Purchasing:

➢ Enrolled in both e-Purchasing & Manual purchasing.
➢ Supporting end to end Procurement Process for the leading Aircraft Manufacturing Company.
➢ Application used on Oracle R12 & R11i & P-CARD Buying.
➢ Purchasing Non-Production parts which includes all IT & Non-IT Commodities.
➢ Negotiating with Non-system suppliers on finalized products.
➢ Develop new suppliers and maintain genuine, sustainable partnerships with the existing ones.
➢ Purchase orders are released to contract suppliers and Non-system suppliers
➢ Responsible for diverting Non-system orders to system orders for optimal usage of supplier base.
➢ Initiating Process training for new joiners, Quality Audit done for all the Non-system purchase orders on a daily basis placed and to resolve clarify their queries if any by my Team members.
➢ Liable for reconciling the transactions that were made through P-card.
➢ Receiving quotes from the contract suppliers.
➢ Analysis is done on the quotes received from various suppliers. Based upon the Pricing and the Lead time.
➢ Getting Approval from the Business Partners to proceed with the Purchase on materials with suppliers preferred.
➢ For the contract supplier once the purchase been released Supplier is been notified through automated tool in which the supplier can have a purchase order in detail.
➢ For Non – System supplier purchase orders are been released manually with the payment done through credit card or with the Net payment terms. A detailed purchase order including all the required information such as payment terms, freight charges.
➢ Follow up with the supplier for on delivery of goods and services.
➢ Once the purchase order been released to the supplier Business partners are been notified with all the activities until the payment been done once the invoice been received.
➢ Once invoicing is done by the supplier, we will reconcile the charges with the specified charge line

Skills and Abilities

- Ariba & SAP e-Sourcing
- Ariba Templates and functionality support
- Trade Extension
- Jaggaer
- PMWeb
- Strategic Sourcing
- eRFx, e-Auctions and various biddings
- Vendor training on auction and RFX

Academic Credentials

➢ MBA (Marketing & Human Resource Management) from SRM School of Management, Chennai in 2011.
➢ BSC, Computer Science from Loyola College, Chennai in 2009.

Personal Details

Current address	#9,15 A cross, Muthyala Nagar, Mathekere, Karnataka - 560054
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Phone	Residence: 04902303672
Father's name	S Thangavelu
Date of birth	22-09-1987
Marital status	Married